

## CAP Editorial Style Sheet

(Updated July 16, 2009)

<b>Element</b>	<b>Use this</b>	<b>Tip</b>
Activity Manager	Activity Manager	both words begin with Caps*
Agreement Officer	Agreement Officer	both words begin with Caps
anti-discrimination, antidiscrimination	antidiscrimination	one word, no hyphen
audiovisual	audiovisual	one word, no hyphen
auto-calculations, autocalculations	auto-calculations	two words, hyphen
award-phase, award phase	award-phase, award phase	two words, only hyphenate when using as an adjective to modify a noun
backup, back-up, back up	backup	one word when used as an adjective
bi-annual, biannual	bi-annual	two words, hyphen
Board of Directors, board of directors	Board of Directors	Cap/lower case
buy in, buy-in	buy in, buy-in	two separate words for when term is used as a verb, two words hyphenated for when term is used as a noun
cancelled, canceled	cancelled	double "l"
capacity building	capacity building capacity-building	two words, only hyphenate when using as an adjective to modify a noun ex. Capacity-Building Action Plan, Capacity-Building Task Force
cash-basis accounting, cash basis accounting	cash-basis accounting	three words, hyphen between cash and basis
community-based organization	community-based organization	hyphenated ("community-based" acts as an adjective modifying a noun)
Cooperative Agreement	Cooperative Agreement	both words begin with Caps*
cost-share, cost share	cost-share, cost share	two words hyphenated when used as an adjective; two words not hyphenated when used as a noun or verb
COTR or AOTR	AOTR/COTR	AOTR first, COTR second, / in between.
country-wide, country wide	country-wide	two words, hyphen
data	data	treat as plural noun
decision-making, decision making, decisionmaking	decisionmaking	one word, no hyphen when used as an adjective or noun
dialogue, dialog	dialogue	do not shorten
drugfree, drug-free, drug free	drug-free	two words, hyphen
e-mail, email	e-mail	two words, hyphen
end point, end-point, endpoint	end point	two words, no hyphen
end date, end-date, enddate	end date	two words, no hyphen
faith-based organization	faith-based organization	hyphenated ("faith-based" acts as an adjective modifying a noun)
Federal	United States Government or USG	for an international audience, use United States Government or USG instead of Federal

Note: This style sheet is an ongoing effort and will be periodically revised to include new terms, acronyms and guidelines. For more information, please refer to the Associated Press Stylebook at <http://www.apstylebook.com/>.

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fixed-price, fixed price	fixed-price	two words with hyphen when used as an adjective
flier, flyer	flier	use correct spelling
flip-chart, flipchart, flip chart	flip chart	two words, no hyphen
for example, ex., e.g.	for example	do not use e.g.
FS-269, FS269, FS 269	FS-269	one word, hyphen
fundraising, fund-raising, fund raising	fundraising	one word, no hyphen
FY-09, FY09, FY 09	FY09	one word, no hyphen
Grantees, Round One, Two, Three	Round One, Round Two, Round Three	spell out numbers, Cap first letter
hands-off, hands off	hands-off	two words with hyphen when used as an adjective
HIV/AIDS	HIV/AIDS	use as is unless specifically referring to one or the other
host-government, host government	host-government, host government	two words with hyphen when used
intermediary support organization	intermediary support organization	three words, no hyphen
key personnel	Key Personnel	Cap/lower case
Internet, internet	Internet	one word, capitalize first letter
knowledge-sharing, knowledge sharing	knowledge-sharing, knowledge	two words with hyphen when used
life-cycle, life cycle, lifecycle	life cycle	two words, no hyphen
multi-	multi-	when used as a prefix, always hyphenate
non-governmental, nongovernmental	non-governmental	two words, hyphen
nonprofit	nonprofit	one word, no hyphen
not-for-profit	not-for-profit	three words, two hyphens
per cent, %, percent	percent	one word, write out
point person, point-person	point person	two words, no hyphen
post-audit, post audit	post-audit	two words, hyphen
pre-audit, preaudit	pre-audit	two words, hyphen
pre-award, preaward	pre-award	two words, hyphen
pre-production, preproduction	pre-production	two words, hyphen
pre-solicitation, presolicitation	pre-solicitation	two words, hyphen
price-tag, price tag, pricetag	price tag	one word, no hyphen
private-sector, private sector	private-sector	two words, hyphen
Project Officer	Project Officer	both words begin with Caps
psycho-social, psychosocial	psychosocial	one word, no hyphen
re-budgeting, rebudgeting	rebudgeting	one word, no hyphen
re-competes, recompetes	re-competes	two words, hyphen
record-keeping, recordkeeping	record-keeping, recordkeeping	two words with hyphen when used as an adjective; one word, no hyphen when used as a noun
re-read, reread	re-read	two words, hyphen
road-block, roadblock, road block	roadblock	one word, no hyphen

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run-up, run up, runup	run-up, run up	two words with hyphen when used as an adjective; two words, no hyphen when used as a noun or verb
scale up, scale-up	scale up, scale-up	when used as a verb, do not hyphenate; when used as an adjective, hyphenate
semi-annual, semiannual, semi annual	semi-annual	two words, hyphen
setup, set up	setup, set up	one word, no hyphen when used as a noun; two words, no hyphen when used as a verb
SF-1420, SF1420, SF 1420	SF-1420	one word, hyphen
socio-economic, socioeconomic	socioeconomic	one word, no hyphen
staff	staff	treat as plural noun
start-up, start up	start-up, start up	two words, hyphen when used as
subaward, sub award, sub-award	subaward	one word, no hyphen
subgrant, sub grant, sub-grant	subgrant	one word, no hyphen
subgrantee, sub grantee, sub-grantee	subgrantee	one word, no hyphen
subrecipient, sub recipient, sub	subrecipient	one word, no hyphen
sub-Saharan	sub-Saharan	sub - lower case, Saharan
time-frame, timeframe, time frame	time frame	two words, no hyphen
time-keeping, timekeeping, time keeping	timekeeping	one word, no hyphen when used as an adjective or noun
time-line, timeline, time line	timeline	one word, no hyphen
time-sheet, timesheet, time sheet	time sheet	two words, no hyphen
tool-kit, toolkit, tool kit	toolkit	one word, no hyphen
turn-around time, turnaround-time, turnaround time, turn around time	turnaround time	two word, no hyphen
under-counting, undercounting, under	undercounting	one word, no hyphen
U. S. Agency for International	USAID	all caps, no periods
U.S. Government	USG	no periods
United States	abbreviate U.S.	with periods when country abbreviation, without periods when modifying a noun, ex. USAID
versus, vs.	versus	use full word, no not abbreviate
Web site	Web site	two words; begin Web with Cap
wish-list, wishlist, wish list	wish list	two words, no hyphen
workplan, work plan	workplan	one word

\* Caps - Capital letters

## CAP Editorial Style Sheet

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Common Acronyms	
AM	Activity Manager
AO	Agreement Officer
AOTR	Agreement Officer's Technical Representative
CBO	community-based organization
COTR	Contracting Officer's Technical Representative
CSO	civil society organization
FBO	faith-based organization
ISO	intermediary support organization
ISOP	intermediary support organization partner
IYCF	infant and young child feeding
M&E	monitoring and evaluation
MOU / MOUs	Memorandum of Understanding / Memoranda of Understanding
NGO	non-governmental organization
ONG	organisations non gouvernementales (the French term for NGO)
OVC/OVCs	Orphans and Vulnerable Children (both acronyms are acceptable)
PEPFAR	U.S. President's Emergency Plan for AIDS Relief
PLHIV	People Living with HIV
PMTCT	Prevention of Mother-To-Child Transmission
PO	Project Officer
PVO	private voluntary organization
TA	technical assistance
USAID	U. S. Agency for International Development
USG	U.S. Government

### Spelling Preference

Use U.S. English, not British English

Ex. organization, *not* organisation

### Spacing

The end of a sentence is followed by a **single** space. (Note: electronic word processing automatically uses proportional spacing.)

### Commas

In general, do not use a comma before the final conjunction in a series (i.e. no serial commas).

Ex. They bought tomatoes, onions and cabbage at the market.

### Acronyms

All abbreviations/acronyms should be defined and spelled out the first time they are used, then referred to with the acronym for the rest of the document.

### Contractions

Contractions should be avoided in formal documents.

Use: do not instead of don't

cannot *instead of* can't

it is *instead of* it's.

### Currency

U.S. currency should be written: US\$6,000 (no spaces).

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## Italics

Use italics sparingly to indicate emphasis. Italics are used in texts, reference lists and bibliographies for:

- the titles of books, journals and documents;
- foreign words and expressions not in common use.

Italicize foreign word first time you use it, subsequently do not italicize.

## Lists

The formatting of a list depends on the nature of the items.

If you have a list with fewer than three items, use a sentence instead.

*Examples of the three most frequently used formats are provided below.*

### Format A

If each item comprises less than a complete sentence, the list is actually a single large sentence.

In this case, use a colon to start the list, begin each bulleted item with a lower-case letter, and place a full stop at the end of the last item.

Ex. Before you begin the project, gather these materials:

- pens
- flipchart
- notepad
- scissors.

### Format B

If the bulleted items are longer clauses, begin each item with a lower-case letter and end each item with a semicolon, then place a full stop at the end of the last item.

Ex. During the project, my duties included:

- putting all the materials away after they were used;
- cutting the paper into large circles and then gluing them together; and
- measuring each person's work to ensure that they would fit.

### Format C

If the items in the list are complete sentences, each sentence or item should begin with a capital letter and end with a full stop.

Ex. Our organizations believes that:

- Every child has a right to food.
- Decisions should be made by consensus.
- Everyone can contribute something positive.

## Percentages

Use numbers and the percentage symbol (no space in between) to express percentages. Ex. 75%.

Only spell out "percent" if it is the first word in the sentence.

## Numbers

- Spell out numbers zero through nine.
- Use numerals for 10 or more.
- If you have 2 numbers in the same sentence and 1 of them is 10 or more, use all numerals.
- Always spell out a number that begins a sentence.

## Telephone numbers

Render as follows: +country code, space, area code.number.number.

Example: +1 202.712.0798.

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## Time

Use numerals: 4 p.m., 8:45 a.m. Use periods with a.m., p.m.

## Parentheses

If the words inside the parentheses form a complete sentence, capitalize the first letter and place the punctuation inside the parentheses.

Ex. USAID organizations must attempt to build core teams of 5 to 10 members. (This size range is generally accepted as the range for effective teams.)

If the words inside the parentheses do not form a complete sentence, place the punctuation outside the parentheses, even if the parenthetical phrase is at the end of a sentence.

Ex. USAID organizations must attempt to build core teams of 5 to 10 members (the generally accepted size range for effective teams).

## Pronouns

**Singular:** Use **his**, **her** or **it** if the subject is singular.

Ex. The Administrator must put **his** or **her** signature on each certificate.

Ex. USAID has many missions around the world, but **it** does not have a mission in every country.

**Plural:** Use **their** if the subject is plural.

Ex. Employees must submit **their** forms for clearance.

*\*Tip: Try to reword your sentence to avoid the awkward "his or her" by using plurals or other forms if possible.*